



Business Façade Improvement Program Guidelines 2018

District of Wells

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BACKGROUND

The Wells Façade Improvement Program is a program that is wholly funded by the Northern Development Initiative Trust (NDIT). As such all eligibility guidelines and requirements as well as changes to the program delivery are determined by NDIT.

PURPOSE OF THE PROGRAM

The purpose of this program is to help property and business owners renovate, restore and repair retail or commercial building façades in the “1930's Mining Town Development Permit Area.” The goal of the program is to encourage owners of buildings to invest in upgrades that create a more appealing streetscape and an environment that attracts new visitors and businesses and renews interest of residents and returning visitors.

The goals of this program are to:

- Make the heritage District of Wells a more inviting and interesting place to eat, shop, walk and stay;
- Promote the marketability of retail and commercial businesses;
- Improve the quality of life residents, workers and visitors to Wells enjoy;
- Build civic pride among the business community and the citizens.

PROGRAM GRANT AMOUNTS

- The program can provide grants of UP TO 50% of the eligible improvements to a MAXIMUM of \$5,000;
- Depending on the budget, demand and number of applications that meet the requirements, a portion of the application may be approved;
- For home-based way-finding signage, the program can provide UP TO 50% of eligible costs to a MAXIMUM of \$500;
- Each building or business is eligible for a one time grant. The maximum funds to be dispersed for all projects in the 2018 calendar year are \$20,000. Projects are reviewed on a first-come first-served basis.

ELIGIBLE APPLICANTS

- ✓ You must be either the property owner or business owner (if the applicant is the business owner, the property owner must approve the application in writing and confirm that all improvements are to be paid for by the applicant);
- ✓ Non-profit and enterprising non-profit organizations (tenants)
- ✓ All property taxes pertaining to the property are fully paid and current
- ✓ There must be no outstanding building permits, stop work orders, or development permit condition requirements outstanding; and
- ✓ You have not received a previous grant under this program for the subject property
- ✓ Home based businesses which are zoned commercial, have a storefront and are within the specified area

INELIGIBLE APPLICANTS

- ✗ Residential homes locate in the commercial area are not eligible.
- ✗ Municipally owned buildings (even if they have business tenants)
- ✗ Properties outside the specific area (as defined in the community's program guidelines);
- ✗ Empty buildings or businesses that are not operating (exception if the business is renovating or doing improvements to the building an anticipant of opening soon.)

ELIGIBLE FAÇADE IMPROVEMENTS

Eligible improvements may consist of but are not limited to:

- ✓ Exterior lighting (new but not replacement);
- ✓ Exterior architectural features;
- ✓ Exterior surfaces and details (decorative details, moldings, trims etc.);
- ✓ Windows (only if part of larger improvements, no stand-alone window replacement);
- ✓ New siding;
- ✓ Façade Painting;
- ✓ Entrances and doorways (only if part of larger improvements, no stand-alone entrance/doorway replacement); and
- ✓ Awnings.
- ✓ Signage (affixed to the building);
- ✓ *Way finding signage (sign located on the business property i.e. at the bottom of a driveway). Signs are eligible for 50% to a maximum of \$500 and must adhere to any signage bylaws and regulations.
- ✓ Accessibility improvements (ramps, wider doors etc.) to the outside of the building only AND are part of a larger facade improvement project.

INELIGIBLE FAÇADE IMPROVEMENTS

The following improvements are ineligible:

- ✗ Routine maintenance;
- ✗ Structural repairs;
- ✗ Roofs,
- ✗ Non-permanent fixtures (benches, planters, patios, patio heaters etc.)
- ✗ Landscaping
- ✗ Paving
- ✗ Fencing
- ✗ Interior / internal improvements;
- ✗ Any improvements not visible from the public right of way;
- ✗ Construction of additions, accessory buildings or new buildings;
- ✗ Any improvements that have been started prior to application approval.
- ✗ Any improvements deemed inconsistent with redevelopment purposes and design guidelines

ELIGIBLE COSTS/EXPENSES

- ✓ Direct project labour costs
- ✓ Design, architectural or engineering fees (related to façade only)
- ✓ Contractor fees
- ✓ Rental of tools and equipment
- ✓ Project related materials and supplies

INELIGIBLE COSTS/EXPENSES

- ✗ Staff wages and/or benefit
- ✗ Purchase of construction tools or equipment
- ✗ Utilities (hydro, gas, etc)
- ✗ Shipping costs
- ✗ GST/PST
- ✗ Duties
- ✗ Permit Fees
- ✗ Expenses related to improvement to the building façade not visible from the public right of way
- ✗ Façade improvements expenses started prior to application approval.

DESIGN GUIDELINES

- In order to be eligible for this grant, the applicant must submit designs and costing for the project.
- Designs need to clearly outline the proposed improvements to allow District staff to accurately evaluate the project, and clearly see that the finished product looks like what was intended during the application process.
- As far as possible, projects must be consistent with the general form and character of the design guidelines set out for the area.

BUSINESS APPLICATION PROCESS

Applications can be submitted via email at marketing@wells.ca or dropped off at the District office at 4243 Sanders Avenue, Wells, BC

Submitting an application does not necessarily mean your project or a specific grant amount will be approved. All project proposals are subject to a comprehensive review, must meet high quality standards, and must reflect the spirit and intent of the Façade Improvement Program Guidelines.

Generally, the application, approval and reimbursement process is as follows:

1. Applicant must contact the District of Wells to determine if your building is in the 1930's Mining Town Development Permit Area and submit a completed application in writing to the District of Wells before the deadline;
2. District staff will review the applications. Approval will be subject to the approval of a Development Permit where required;
3. Applicant will be advised in writing as to whether the application has been approved, refused or approved with conditions or modifications;
4. The successful applicant and the District of Wells will then enter into a contribution agreement in the form of a Letter of Understanding, which will include a detailed description of the project, work to be completed including all relevant attachments (such as drawings, photos and permits), total cost of the project, anticipated completion date of the project (completion must be within 1 year of the approved application), and any conditions;
5. Project begins;
6. Applicant must report the completion of the project to the District of Wells and the applicant must provide:
 - a. Summary sheet of costs & totals pertaining to the project
 - b. copies of all bills pertaining to the project
 - c. proof of all labour costs indicating that the work has been completed and paid in full
 - d. if applicable, proof that improvements have met any required inspections and meet all required standards and codes
 - e. after photos and testimonial
7. Project is inspected by District staff to ensure completion of the terms of approval;
8. Applicant is issued a cheque according to the terms of approval.

APPLICATION ACCEPTANCE AND FUND ALLOTMENT

- Applications for the 2018 year will be accepted from the start of the program announcement, until all funds have been allocated.
- Project applications must be submitted no later than May 1st, 2018 to be eligible. Any applications received after that date will be considered AFTER on-time applicants and ONLY IF funds are available.
- All complete applications submitted will be scored and ranked based on the evaluation process listed below.

PROJECT COMPLETION

Actual funds will be allocated to fully approved and completed projects that have all required documentation (verification of expenditures, testimonials, and before and after photos) submitted to the District no later than October 30th, 2018.

SELECTION PROCESS

Each application will be judged by the following criteria. Each criteria is weighted by the points listed for a total score out of 100.

1. Fit of improvements with the heritage of Wells and the town's colourful character (20)
2. Need for the property to be improved (20)
3. Effectiveness of the proposed improved improvements to address the need (20)
4. Visibility of the property to neighbours and tourists (20)
5. Degree of public engagement with the building (20)

Points will be deducted for other unsightliness not addressed in the application such as: trash, debris, derelict vehicles, tarps, and other unsightliness on the building.

Any debris resulting from the project must be removed before submitting the final report and request for payment to the District of Wells.